

09-37

The Secretary of State presents her compliments to their Excellencies and Messieurs and Mesdames the Chiefs of Missions and has the honor to inform them of changes in the procedures for missions and consular posts to obtain services from the Department's Office of Foreign Missions (OFM). This note refers to the Department's circular note No. 03-301, dated October 30, 2003, and specifically amends the section therein entitled "Elimination of Some Fees."

The Missions are reminded that, subject to reciprocity, OFM reserves the right to collect fees or surcharges, regardless of their monetary value, for services rendered to foreign missions and their members. Such services may include, but are not limited to, motor vehicle services, certification of diplomatic or consular importation privileges, and the extension of tax-relief benefits.

With respect to the provision of motor vehicle services, in addition to its current collection of fees of \$50 or more, OFM will now also collect fees that are less than \$50. Collection of fees less than \$50 will begin May 20, 2009. Missions are advised to review the most recent diplomatic note they have received from the Department concerning motor vehicle reciprocity with the United States to determine whether this change in policy will affect them.

Please direct any questions to the Office of Foreign Missions, which can be reached at 202-895-3500.

Department of State,

A handwritten signature in black ink, appearing to be 'JCM' with a long horizontal stroke extending to the left.

Washington, APR 29 2009

Drafted by:  
DS/OFM/DMV: HShores  
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Title: Circular Note – Fee Collection

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